

Sec. 2-148. Appointments and removals.

(b) Removal for absenteeism.

- (1) A member of a committee who misses more scheduled meetings or hearings than the number of allowed absences, computed by the following table, or who misses 3 consecutive scheduled meetings, is automatically removed. Scheduled meeting or hearing means any meeting or hearing for which at least 7 days advance notice was given and which was held as scheduled

Number of Meetings Held in One Year	Allowed Absences
1-4	1
5-8	2
9-12	3
13-16	4
17+	5

- (2) An automatic removal under this subsection takes effect 30 days after the presiding officer notifies the appointing authority. The presiding officer of the committee must promptly notify the appointing authority of any member who has been automatically removed and must explain any known extenuating circumstances. The presiding officer should send a copy of the notice to each member of the committee.
- (3) The appointing authority, on request of the affected member, may waive the removal for illness, emergency or other good cause. The appointing authority must notify the member whether a waiver has been granted.
- (4) If a waiver has not been granted, the appointing authority must appoint a successor to complete the unexpired term, subject to Council confirmation if the original appointment was subject to Council confirmation.

(c) Other causes for removal.

- (1) The appointing authority may remove a committee member for:
 - (A) neglect of duty;
 - (B) misconduct in office;
 - (C) a member's inability to perform the duties of the office;
 - (D) conduct that impairs a member from performing the duties of the office; or
 - (E) violation of law.
- (2) Before a member is removed, the appointing authority must:
 - (A) notify the member in writing of the reason for removal; and
 - (B) give the member an opportunity to submit reasons why the member should not be removed.
- (3) If any other provision of law requires the Council's approval before a member is removed, that provision applies to a removal under this Section.

- (4) If Council approval is not required before a member is removed, the appointing authority must notify the Council before the removal takes effect.

Sec. 2-149. Procedures at meetings.

Unless a committee meeting is subject to Chapter 2A, a meeting may be conducted informally. The parliamentary procedures of Robert's Rules of Order govern when it is necessary to take formal action or decide controversial matters. Committee meetings must be open to the public in accordance with the state open meetings law.